

Additions

Fairfax County Office of Building Code Services
Department of Public Works and Environmental Services
Other publications and all forms are available online at:
www.fairfaxcounty.gov/dpwes

Hours of Operation: Monday - Thursday: 8:00 a.m. to 4:00 p.m.
Friday: 9:15 to 4:00 p.m.

Location: Herrity Building, 12055 Government Center Parkway
Fairfax, Virginia 22035
Telephone: 703-222-0801, TTY: 703-324-1877

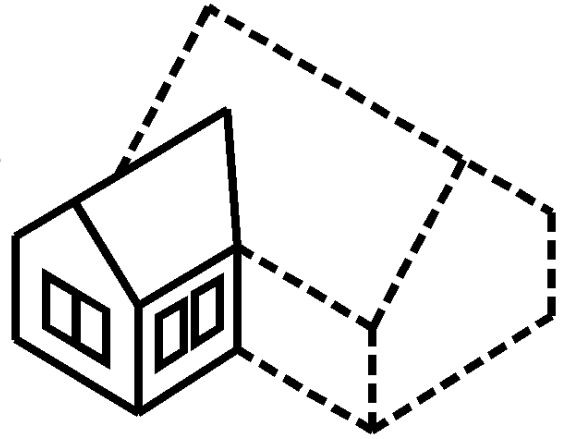


TABLE OF CONTENTS

PERMITS REQUIRED	1
FEES.....	2
BEFORE OBTAINING A PERMIT	2
COVENANTS AND DEED RESTRICTIONS	2
BUILDING PLANS.....	2
ENERGY TRADE-OFF WORKSHEETS	3
HOUSE LOCATION PLATS.....	4
GRADING PLAN & CONSERVATION AGREEMENT	4
SOILS INFORMATION	4
OBTAINING A PERMIT	5
BUILDING PERMIT PROCESS	5
WALK-THRU PROGRAM	5
TRADE PERMIT PROCESS.....	5
AFTER OBTAINING A PERMIT	6
REQUIREMENTS FOR PUBLIC UTILITIES	6
INSPECTION REQUIREMENTS	6
SCHEDULING AN INSPECTION	6
INSPECTION TIMING CHECKLIST	7

PERMITS REQUIRED

Permits are required for the construction of a residential addition. The six types of permits that may be required, depending upon the complexity of the project, are as follows:

- **Building permit** for architectural and structural elements.
- **Electrical permit** for all electrical installations.
- **Mechanical permit** for installations of heating and air conditioning systems.
- **Plumbing permit** for installations of plumbing and gas piping systems.
- **Virginia Department of Transportation (VDOT) permit** when a grading plan is required (see page 4) and your property is located on a state maintained road.
- **Household appliance permit** for installation of appliances such as clothes dryers, dishwashers, woodstoves, and other such devices.

Application for a building, electrical, mechanical, plumbing and household appliance permit can be made at the Permit Application Center located at the Herrity Building, 2nd floor. Application for a VDOT permit can be made at the VDOT Permit Office at 14628 Avion Parkway, Suite 120, Chantilly, Virginia 20151, telephone: **703-383-2888**.

HELPFUL HINT: Permits may be secured in your own name; however, if a contractor is to perform the work, it is strongly recommended that the contractor secure the permit and be listed as the party responsible. In this way, the County will be in a better position to assist you in gaining compliance with codes if the work is defective. It is also recommended that you request a copy of the permit from the contractor for verification purposes. A contractor must be properly licensed in order to obtain a permit.

FEES

For information on the related fees for an addition contact the following:

- Permit Application Center for building, electrical, mechanical, plumbing, and household appliance permits at **703-222-0801** or visit **www.fairfaxcounty.gov/dpwes**.
- Health Department for fees related to septic systems and wells at **703-246-2201**.
- VDOT at **703-383-2888**.

BEFORE OBTAINING A PERMIT

COVENANTS AND DEED RESTRICTIONS

Covenants and Deed Restrictions are regulations set forth by many homeowners' or civic associations. While not enforced by Fairfax County, some regulations may restrict construction. For more information, contact your association or the Land Records Office at the Jennings Building (Judicial Center), 3rd Floor, 4110 Chain Bridge Road, Fairfax, Virginia, telephone: **703-591-8580**.

BUILDING CODES

The *Code of Virginia* requires that any new structure comply with the *Virginia Uniform Statewide Building Code (VUSBC)*. The VUSBC incorporates the following national codes for residential construction:

- *1995 CABO One and Two Family Dwelling Code*
- *1995 CABO Model Energy Code*

These Codes may be purchased from Maps and Publications, located in the Government Center, 12000 Government Center Parkway, Suite 156, Fairfax, Virginia, 22035, telephone **703-324-2974**.

BUILDING PLANS

Building Plans must conform to or include the following:

- ☐ Two copies minimum, no pencil.
- ☐ To scale, 1/4 inch = 1 foot minimum, showing all dimensions.
- ☐ Minimum sheet size: 11" x 17".
- ☐ Code year used for the design.

- ☐ Floor plans of all levels with all rooms labeled.
- ☐ Location of smoke detectors.
- ☐ Elevations (front, sides, and rear) indicating window and door dimensions.
- ☐ Insulation R-values.
- ☐ Whirlpool/Jacuzzi/oversized tub manufacturer's information showing structural loading requirements.
- ☐ Location of safety glazing.
- ☐ Manufacturer's design specifications for pre-fabricated fireplaces.
- ☐ Foundation plan.
- ☐ Footing details (minimum footing depth is 24").
- ☐ Research or evaluation report by a model code evaluation service and load calculations for all adjustable columns.
- ☐ Structural framing plans of all levels accurately detailing all members.
- ☐ Structural details of connections.
- ☐ Typical wall section with sheathing thickness and type (special products or devices require a research or evaluation report).
- ☐ Roof framing plan.
- ☐ List of material specifications including, but not limited to: grade and species of lumber, concrete strength, and steel strength.
- ☐ List of design load criteria: live load, dead load, snow load, wind load, bearing capacity, and lateral earth pressure (for Fairfax County: ground snow load = 30 PSF and wind speed = 90 mph).
- ☐ Name and occupation of the building designer.
- ☐ If plans are prepared by a registered design professional, at least one set of plans must bear the **original** seal and signature. This set will be retained by the County.
- ☐ Truss Shop Drawings for pre-engineered floor or roof trusses may be submitted after the building permit has been issued, but prior to any truss erection. Attach the *Truss Plan Cover Sheet* to each set of shop drawings. At least one set must have an **original** seal and signature of the truss designer. Truss shop drawings submittals can be reviewed by the Building Plan Review Division in one day.

ENERGY TRADE-OFF WORKSHEET

Energy Trade-Off Worksheet, which ensures the addition complies with energy conservation regulations, must be attached to each set of building drawings. A handout with instructions, entitled *Energy Trade-Off Worksheet*, is available for more assistance.

Please note: one-story additions of less than 1000 square feet, may be reviewed under the Walk-Thru Program (see page 5). An alternative, less complicated method of analyzing energy compliance is available under this option. The handout entitled *Walk-Thru Energy Envelope Worksheets* outlines this method.

HOUSE LOCATION PLATS

House location plats must conform to or include the following:

- ☐ Two copies minimum.
- ☐ Sketch, to scale, the area of the addition or enlargement.
- ☐ Note the distances from the addition to the lot lines.
- ☐ Note the actual square footage of the addition.
- ☐ No construction shall encroach into the ground or air space of a County easement.
- ☐ If you do not have a copy of your house location plat, review your residential loan closing documents to see if one is included there. You may also obtain a copy by calling the Zoning Permit Review Branch at **703-222-1082** or by visiting their office on the 2nd Floor of the Herrity Building; **please note:** not all plats are available. If the County does not have a copy of your house location plat, contact the lending institution from which the mortgage was obtained.

GRADING PLAN & CONSERVATION AGREEMENT

A grading plan (a three-dimensional drawing showing existing and proposed topography for the addition site), Conservation Agreement, and deposit are required IF the addition:

- disturbs more than 2500 square feet, (2500 square feet includes 10 feet added to each side of the perimeter of the addition.), blocks existing drainage patterns, or requires more than 18 inches of cut or fill.
- If a grading plan is required, the conservation deposit will be returned to you after construction is completed and the county site inspectors have approved the site, provided the county has not expended funds to correct violations.
- A handout entitled *Rough Grading Plan* is available at the Site Permits Section, located at the Herrity Building, 2nd floor, telephone: **703-324-1510**.

SOILS INFORMATION

Soils Information is required when the addition is to be constructed on a problem soil or an unmapped soil, see below. For more information, contact the Site Permits Section at **703-324-1510**.

- **Problem soils** are soil types which may have a high water table, expansive clays, or other behavioral problems. If your property contains a problem soil, you may need to hire a geotechnical engineer to investigate the soil and a structural engineer to design the foundation system.
- **Unmapped soils** occur where the soils have not been previously identified on soil maps. If your property falls within one of these unmapped areas, you must hire a soil scientist to identify the soil or you must design the foundation for a worst case soil situation. A brochure, entitled *Residential Construction in Unmapped Soils Areas*, is available for more assistance.

OBTAINING A PERMIT

PERMIT PROCESS

Bring the materials listed above to the Permit Application Center on the second floor of the Herrity Building where your permit process will begin. Here you will complete a *building permit application*. Permit technicians will direct you to the appropriate agencies necessary for permit approval. The applicable departments for an addition are:

- **Zoning** ensures minimum yard (setback) requirements as set forth by the County Zoning Ordinance are maintained. The Zoning Permit Review Branch is located at the Herrity Building, 2nd floor, telephone: **703-222-1082**.
- **Site Permits** will review the plat for site-related issues. A site inspection may be required if the addition impacts drainage patterns, is close to the property line, or is large in size. This inspection will take at least one day. A grading plan may be required as a result of this inspection. Site Permits is located at the Herrity Building, 2nd floor, telephone: **703-324-1510**. The Site Permits Section also reviews for conformance to the *Chesapeake Bay Preservation Ordinance* which protects the bay from pollution due to construction by regulating land-disturbing activities. For more information on the ordinance, contact the Office of Site Development Services at **703-324-1720**.
- **Health Department** will review for clearances to existing septic systems and/or wells if they exist on the property. The Health Department is located at 10777 Main Street, Fairfax, Virginia 22030, telephone: **703-246-2201**.
- **Building Plan Review Division** will review for compliance to the applicable building codes.

The process ends and a building permit is issued when all required approvals have been obtained and applicable fees have been paid.

WALK-THRU PROGRAM

The Residential Walk-Thru Program allows the permit holder of one-story additions of less than 1000 square feet to walk their submission package to each approving agency with the permit usually being issued on the same day.

TRADE PERMIT PROCESS

Mechanical, electrical, and plumbing permits are issued after the building permit is issued and in most cases they do not require a plan submission. Code compliance will be determined at the time of the inspection. If a new HVAC system is installed, the HVAC contractor must submit a *Residential Heat Loss and Heat Gain Certification Form* to be reviewed by the Building Plan Review Division.

AFTER OBTAINING A PERMIT

REQUIREMENTS FOR PUBLIC UTILITIES

"Miss Utility," a free service, must be called at **1-800-257-7777** before excavating to ensure that the construction does not interfere with underground utility lines. If you fail to contact Miss Utility and damage occurs, you will be liable for all costs of repair.

INSPECTION REQUIREMENTS

- Please review the attached Inspection Timing Check list on page 7 to determine the time and number of inspections required.
- All close-in inspections and final inspections for building, mechanical, electrical and plumbing are required to be conducted simultaneously; the inspector may hold the requests until all trades are ready to be inspected.
- **Please note:** additions built on a problem soils are required to have all foundation inspections performed by a licensed private geotechnical engineer. See the Inspection Timing Checklist.
- A copy of the approved plat, building plans, and *Residential Heat Loss and Heat Gain Certification Form* must be on the job site and must be available to the inspector during each inspection.
- In non-problem soils areas, a pre-approved private engineer or architect may perform the foundation inspections if the Residential Inspections Division is contacted prior to activation of the building permit. Please call **703-631-5101** for more information.

SCHEDULING AN INSPECTION

It is the responsibility of the permit holder or the permit holder's representative to notify the County when the stages of construction are reached that require an inspection. Ladders, scaffolds, and testing equipment required to complete an inspection must be provided. Inspection requests may be made using one of the three methods listed below; please have your permit number available when scheduling an inspection. Requests made prior to 11:59 p.m. will be scheduled for the next workday.

- Inspection Request Center: **703-222-0455**, hours of 8:00 a.m. and 4:20 p.m., Monday - Friday.
- Automated Inspection Request System (AIRS): **703-222-2474**, 24 hours a day, seven days a week.
- Building Code Services Online: ***www.fairfaxcounty.gov/isisnet***, 24 hours a day, seven days a week.

This document is available in an alternative format upon request. Please call 703-324-1828 or write DPWES, Room 646, the Herrity Building, 12055 Government Center Parkway, Fairfax, Virginia 22035-5502. Allow seven days for preparation of material.

INSPECTION TIMING CHECKLIST

INSPECTION TYPE	APPLICABLE PERMIT				REQUIREMENTS PRIOR TO INSPECTION
	BUILDING	MECHANICAL	PLUMBING	ELECTRICAL	
					<p><u>Notes:</u></p> <ol style="list-style-type: none"> 1. Approval must be obtained prior to proceeding with the next applicable element. 2. All inspections are conducted by residential inspectors.
Footing	x				<ul style="list-style-type: none"> • The footing trench/formwork must be prepared and inspected prior to placement of concrete. • The bottom of the footing must bear on solid ground. • If problem soil, inspection must be made by Geotechnical Engineer, and soils report may be required.
Basement Wall	x				<ul style="list-style-type: none"> • Forms must be installed and prepared for concrete; reinforcing steel must be in place.
Slab	x				<ul style="list-style-type: none"> • The area must be prepare for concrete; reinforcing steel must be in place. • The gravel and vapor barrier must be in place. • If drain tile is specified, it must be in place, properly sloped and tied to the proper outfall.
Waterproofing	x				<ul style="list-style-type: none"> • All parging and waterproofing must be installed. • If problem soils, backfill material and its placement must be certified by a geotechnical engineer.
Close-in			x		<ul style="list-style-type: none"> • All vents, gas piping, sewer pipe and/or water pipe to be enclosed must be installed and pressure tested.
				x	<ul style="list-style-type: none"> • All electrical wiring must be installed and electrical boxes set.
Framing	x				<ul style="list-style-type: none"> • Concrete or masonry walls and slabs must be inspected and approved. • Sill plates must be installed and secured to the foundation walls. • Stairways must be in place and secured. • All subflooring must be installed. • Structure must be weathertight. • Wall and roof sheathing must be installed. • Windows and doors must be installed. • Electrical and plumbing close-in inspections must be approved or completed at the same time as the framing inspection.
Mechanical Close-in		x			<ul style="list-style-type: none"> • Duct work must be installed. • Insulation must be in place. • Close-in and framing inspections must be approved. • HVAC equipment does not have to be in place at the time of the close-in inspection. However, if an attic furnace is to be installed, its platform must be in place and installed.
Final				x	<ul style="list-style-type: none"> • Electrical wiring must be complete. • Appliances, fixtures, outlets, panels, switches, etc. must be installed. • A panel box index must be complete.
			x		<ul style="list-style-type: none"> • Plumbing fixtures and piping must be installed. • Roughed-in plumbing fixtures must be permanently capped. • Approvals must be secured for well and septic systems from the Health Department. • The meter(s) must be set.
		x			<ul style="list-style-type: none"> • HVAC equipment must be installed and operating properly. • Attic, basement and/or crawl space insulation must be installed.
	x				<ul style="list-style-type: none"> • Street address must be attached to structure and readable from the street. • The structure must be ready for use and occupancy.

RELEVANT COUNTY AGENCIES FOR ADDITIONS

REQUIREMENTS FOR PERMITS

Permit Application Center
Office of Building Code Services, DPWES
12055 Government Center Parkway
Fairfax, Virginia 22035-5504
703-222-0801

REQUIREMENTS FOR SEPTIC SYSTEMS/WELLS

Department of Health
Environmental Health Division
10777 Main Street
Fairfax, Virginia 22030
703-246-2201

REQUEST INSPECTIONS

Inspection Request Center
Office of Building Code Services, DPWES
12055 Government Center Parkway
Fairfax, Virginia 22035-5504
703-222-0455 (voice)
703-222-2474 (AIRS)
www.fairfaxcounty.gov/isisnet (online)

SUBDIVISION AND DEVELOPMENT RESTRICTIONS

Land Records Office
The Jennings Building, (Judicial Center)
Third Floor
4110 Chain Bridge Road
Fairfax, Virginia 22030
703-591-8580

BURIED UTILITY LINES

"Miss Utility"
(Free Service to the Permit Holder Who is Planning to Excavate)
1-800-257-7777
www.missutility.net/northern_virginia.asp

MINIMUM YARD REQUIREMENTS

Zoning Permit Review Branch
Department of Planning and Zoning
12055 Government Center Parkway
Fairfax, Virginia 22035-5508
703-222-1082